
From: Matthews, Julie
To: Eng, Sharon; Carlin, Jayne
CC: Byrne, Jennifer; Owens, Kim
Sent: 1/10/2014 1:24:35 PM
Subject: FW: OR CZARA FOIA Procedural SNAFU?

Sharon- See Laurel's explanation below for the explanation of why indexing may not be working properly --- this is a more updated response to the issue of why people are having a hard time doing the search in lotus notes than the message you just sent from Julie V.

The bottom line is that if regional people are running into difficulties with the indexing or search part of the process they should contact Laurel.

thanks

Juliane Matthews
Assistant Regional Counsel
U.S. Environmental Protection Agency- Region 10
1200 Sixth Avenue, Suite 900, ORC -158
Seattle, WA 98101
(206) 553-1169
matthews.juliane@epa.gov

From: Michael, Laurel
Sent: Thursday, January 09, 2014 10:01 AM
To: Matthews, Julie
Cc: Byrne, Jennifer
Subject: RE: OR CZARA FOIA Procedural SNAFU?

It is different – we don't have a local replica of a mail file anymore on our c: drives (which allowed us to index a little faster). It could be that his file is very large or that the server won't allow him to index. I'd recommend he contact his IT support (probably EZTech) and request that the mail file and archive file be indexed on the server. I can do this for anyone in R10 if needed, but don't have access to the servers for HQ people.

Thank you,
Laurel Michael
System Administrator
EPA, Region 10
Office of Management Programs
Information Resources Unit
Work: 206-553-2596
Cell: 206-419-5578

From: Matthews, Julie
Sent: Thursday, January 09, 2014 9:56 AM
To: Michael, Laurel
Cc: Byrne, Jennifer
Subject: FW: OR CZARA FOIA Procedural SNAFU?

Laurel- Please see the second message down (the one from Don Waye) – is there something new or different we should be doing when trying to index or search in lotus notes now? Don is in an HQ office if that makes a difference.

thanks

Juliane Matthews
Assistant Regional Counsel
U.S. Environmental Protection Agency- Region 10
1200 Sixth Avenue, Suite 900, ORC -158
Seattle, WA 98101

(206) 553-1169
matthews.juliane@epa.gov

From: Byrne, Jennifer
Sent: Thursday, January 09, 2014 9:35 AM
To: Wayne, Don; Carlin, Jayne; Psyk, Christine; Croxton, Dave; Henning, Alan; Wu, Jennifer; Powers, David; Gable, Kelly; Sweeney, Stephen; jeff.dillen@noaa.gov
Cc: Hall, Lynda; Eng, Sharon; Washington, Audrey; Owens, Kim; Matthews, Julie
Subject: RE: OR CZARA FOIA Procedural SNAFU?

Hi Don,

I have heard that about the searching in Lotus Notes from others as well, though I have been able to search in LN as recently as a few months ago. Jayne and I are working to refine protocols for collection of responsive documents. We'll let you know when we have a revised protocol for collection—we hope very soon.

Jennifer Byrne

Office of Regional Counsel, EPA Region 10
206-553-0050, byrne.jennifer@epa.gov

From: Wayne, Don
Sent: Thursday, January 09, 2014 9:21 AM
To: Carlin, Jayne; Psyk, Christine; Croxton, Dave; Henning, Alan; Wu, Jennifer; Powers, David; Gable, Kelly; Sweeney, Stephen; jeff.dillen@noaa.gov; Byrne, Jennifer
Cc: Hall, Lynda
Subject: OR CZARA FOIA Procedural SNAFU?

Just to let the EPA folks know, since Step One in the instructions for the Lotus Notes collection was to index my email database, I followed those directions to do just that yesterday. It has now been more than 24 hours, and the indexing process is not yet completed. I am not sure how much longer it will need. There seems to be no progress indicator... I did wonder if it was a necessary step since it appears the purpose of indexing is to enable better, faster searching, and it seems like the search function in Lotus Notes stopped working altogether after EPA made the switch to Microsoft Outlook.

Anyone else have a similar observation or otherwise care to comment? (...value-added comments preferred...)

From: Carlin, Jayne
Sent: Wednesday, January 08, 2014 4:13 PM
To: Psyk, Christine; Hall, Lynda; Wayne, Don; Croxton, Dave; Henning, Alan; Wu, Jennifer; allison.castellan@noaa.gov; Powers, David; Gable, Kelly; Sweeney, Stephen; jeff.dillen@noaa.gov; Byrne, Jennifer
Subject: Jan 7 OR CZARA Update Action Items

Jan 7 OR CZARA Update Action Items

Allison will check out setting up a google drive to share comments received on EPA/NOAA proposed decision sent out on December 20th.

Christine will let Allison know whether NOAA should participate on the Jan 23rd meeting with Oregon on OR CZARA/TMDL Litigation once she finds out the agenda and checks with EPA R10's Regional Administrator, Dennis, on who should be attending.

Jennifer B will explore whether we can use the E Discovery tools (n case & relativity) for the FOIA (**answer is no**)

Given we can't use the new tools, all will add documents in FOIA collection box by January 17 (see Jayne's email dated January 2). Should I set up a mini-training on how to add documents to the collection box?

In our response to Oregon's December submittal of the OSDS update, we will include an offer to discuss our comments further via a conference call on this response as well as our response on December 20th on Oregon's new development update.

Regards,

Jayne Carlin, Watersheds Unit
US EPA, Region 10
1200 6th Ave, Suite 900 (OWW-134)
Seattle, WA 98101-3140
(206) 553-8512, (206) 553-0165 (fax)
carlin.jayne@epa.gov

<http://www.epa.gov/r10earth/tmdl.htm>